

EMERGENCY MANAGEMENT COORDINATOR

DEFINITION

Under general direction, to oversee, develop, plan, coordinate, and maintain the City's emergency preparedness programs and plans; and perform related work as required.

ESSENTIAL FUNCTIONS

Develops, implements, and updates comprehensive emergency management plans and operations to mitigate, prepare for, respond to, and recover from the effects of any and all natural or manmade hazards; assesses current emergency response capabilities and develops procedures to address them; coordinates emergency management plans, procedures, and resources with all City departments, and local, regional, state, and federal response agencies; recommends, develops, and implements policies, procedures, and guidelines for the City's emergency program; assists City departments in development of departmental preparedness plans and conducts Department Disaster Coordinators (DDC) meetings; prepares and submits required plans and reports including but not limited to, City of Burbank Emergency Operations Plan and Hazard Mitigation Plan; interprets State and Federal regulations pertaining to disaster and civil defense planning and preparedness and advises the Fire Department management regarding compliance with such regulations; manages and develops emergency management trainings for City personnel, volunteers, and other agencies to remain in compliance with State and Federal regulations; coordinates and conducts drills and exercises to ensure the City's management plan is current, efficient, and effective; responds to emergencies and activates the City's Emergency Operations Center (EOC); assists the Disaster Council in planning, organizing, and directing those functions assigned to the Council; oversees the Fire Corps Program operations and supervises volunteers; prepares a variety of comprehensive research studies, statistics, and reports for written and oral presentations to various City groups, officials, and the public; attends training classes related to emergency services, public information, and public education; coordinates, attends, and/or conducts meetings and trainings related to emergency preparedness; receives and responds to requests for information from the public, business community, adjacent jurisdictions, utilities, volunteer organizations, and other governmental agencies; develops public education materials; assists in developing the budget and monitors expenditures; assists in the preparation of emergency and disaster management related grant applications and related requests for proposals and contracts; oversees and coordinates community outreach functions; maintains City's emergency supply cache; attends all command staff meetings; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - codes and regulations affecting the City's emergency preparedness plans and programs; principles and practices related to disaster planning; principles of emergency management exercise development and evaluation; the Incident Command System (ICS), National Incident Management System (NIMS), and the California Standardized Emergency Management Systems (SEMS) principles and practices; modern office practices, procedures, and equipment; recordkeeping techniques and procedures; correct English usage, grammar, spelling, punctuation, and vocabulary.
- Skill in - interacting and communicating effectively with a culturally diverse staff and community; making independent judgments and decisions based on standard policy and procedure; training volunteers and staff in assigned duties; utilizing computers and a variety of computer software.
- Ability to - analyze problems, identify alternatives, and implement solutions; communicate effectively, both orally and in writing; exercise independent judgment; make sound decisions using all available information especially under stressful conditions; oversee and coordinate multiple events; develop and conduct trainings; assume control at disasters or other appropriate situations when the need arises; learn and carry out proper safety procedures; establish and maintain effective working relationships with the City, County, and Federal agencies, community groups, the public, local media, supervisors and fellow employees; foster a teamwork environment; handle confidential information with discretion; work independently with little or no supervision.

Education/Experience: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college or university with a Bachelor's Degree in public administration, emergency management, or a closely related field; and three years of progressively responsible experience in emergency management, preferably with a government agency.

Special Conditions & Requirements: In the event of an emergency, must be able to work indoors/outdoors under adverse conditions for an extended period of time.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; valid certifications in NIMS 100, 200, 300, 400, 700, and 800 or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.